



EDINA BUILDING SAFETY POLICY/INFORMATION <sub>1</sub>			
Application Submittal Requirements – Tenant Finish		2015 MSBC 1300.0130	
subject		code reference	
Inspections Department		approval 	
department		approval	
SP-001-B <sub>2</sub>	4 on 11/11/2014	06/02/2015	1 of 2
policy number	revision number	effective date	page number
1. All Building Safety sheets adopted by Fire Department and Inspections Department. 2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			



**Purpose:** Establish submission requirements at the time of permit application to enable accurate, timely review.

**Scope:** All tenant finish permit application submittals.

**Instructions:** A licensed design professional must check the items submitted in the space provided and include a copy of the signed form with all plan submittals. The Building Inspections Department can be reached at 952.826.0372 from 8:00am-4:30pm, Monday through Friday.

Site Address: \_\_\_\_\_

Required for Approval	Check if Submitted	General Items
Yes		1. Completed City of Edina Current Permit Application
May be required - Check with Bldg Dept		2. Service Availability Charge (SAC) determination application submitted to Metropolitan Council Environmental Services
May be required - Check with Bldg Dept		3. Completed Minnesota Energy Code (MEC) lighting power budget requirements in accordance with the 2015 MN Energy Code
May be required - Check with Bldg Dept		4. Completed Minnesota Energy Code (MEC) exterior envelope energy calculations in accordance with the 2015 MN Energy Code
May be required - Check with Bldg Dept		5. Structural plans
May be required- Check with Bldg Dept		6. Completed Special Structural Testing and Inspection Schedule (Note: SST&IS required for all med gas installations)
May be required - Check with Bldg Dept		7. Completed Fire Sprinkler Plans signed by MN Fire Protection Engineer or certified managing employee of a licensed sprinkler contractor
Yes		8. Completed contact list with names, phone numbers, email addresses and physical addresses of building owner, contractor, tenants and all design professionals

Required for Approval	Check if Submitted	Plan Requirements
Yes		9. Two sets of plans and specifications (submit three sets when food preparation is involved)
Yes		10. All sheets are signed by the appropriate design professional.
<i>Title sheet or first plan sheet includes:</i>		
Yes		11. Name and address of building
Yes		12. Space/suite number and tenant name
Yes		13. Floor number
<i>Code analysis includes:</i>		
Yes		14. Description of occupancy/use
Yes		15. IBC occupancy classification

Required for Approval	Check if Submitted	Plan Requirements
<i>Code analysis includes:</i>		
Yes		16. IBC construction type classification
Yes		17. Number of square feet in space and on building floor
Yes		18. Number of stories above and below grade
May be required - Check with Bldg Dept		19. Allowable area
Yes		20. Occupant load
Yes		21. Number of required exits and provided exits
Yes		22. Indicate if building is or is not fire sprinklered
May be required - Check with Bldg Dept		23. Sprinkler certification of building (Required if any part of building is using IBC "fully-sprinklered building" provisions)
Yes		24. Common path of egress travel, measured at right (90 degree) angles
Yes		25. Separated/non-separated uses with supporting information
May be required - Check with Bldg Dept		26. Plumbing fixture count
<i>Building key plan includes:</i>		
Yes		27. Exit path to the exterior or to an exit enclosure
Yes		28. Occupancy classification of adjacent tenants
Yes		29. Location of space in building
Yes		30. Direction indicator (North, South, East or West) with arrow
<i>Floor plans include:</i>		
Yes		31. Scale on each plan and/or detail
Yes		32. Rooms marked with number and room name or use
Yes		33. Fire-rated and smoke-rated assemblies identified using IBC Chapter 7 definitions.
<i>Other items:</i>		
Yes		34. Reflected ceiling plan with exit signs and emergency lighting
May be required - Check with Bldg Dept		35. Material specifications
Yes		36. Room finish schedule (see City of Edina Code Article XII for Public Bathrooms and Restrooms)
Yes		37. Door and hardware schedules, including all locking arrangements
Yes		38. Details of all required accessible components including data on required 20% accessible upgrades
Yes		39. Furniture/fixture/equipment layout plan

Plans may be reviewed and approved by the Planning and Health Departments, in addition to the Fire and Building Inspections Departments. Plan review time will vary, but in all cases permit applicants should allow a minimum of three weeks of plan review time after application and completed submittals have been forwarded to the Building Inspections Department.

*I acknowledge that the items checked on the list above are included on or with the submitted plans:*

Licensed Design Professional Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Company Name \_\_\_\_\_ Address \_\_\_\_\_ Zip \_\_\_\_\_  
 Date \_\_\_\_\_